



SENIOR POLICE INVESTIGATOR

DEPARTMENT: Police

NATURE OF WORK:

This is senior or advanced level investigative and protective service work in the Police Department requiring sworn status to maintain public peace, protect life and property, enforce laws, and conduct investigations according to department policies.

Investigators of this class usually receive assignments of specific cases to be followed to conclusion, and normally complete assignments with the preparation of a case for prosecution. The work involves considerable risk, exposure to hazardous situations, and personal danger. Work frequently involves irregular and long hours plus continuing stress. Work is performed with considerable independence under the general supervision of a Division Commander.

ESSENTIAL FUNCTIONS OF THE JOB:

Receives assignments for and/or responds to calls involving particular types of criminal violations; these may include crimes against persons, crimes against property, vice, narcotics, crimes involving major offenders, juveniles, sexual abuse, etc.

Investigates crimes, including, but not limited to rape, homicide, robbery, malicious wounding, abduction, bombing or bomb threats, forgeries, bad checks, felonies, drug sales, juvenile vandalism, thefts, fraud, extortion, and sex crimes.

Provides training and guidance to Police Investigators. May serve as supervisor of other Investigators as directed by higher authority.

Interrogates suspects, gathers evidence, takes photographs and fingerprints, coordinates lineups, prepares composites, conducts surveillance, and apprehends violators.

Conducts crime scene investigations, including, but not limited to collecting of latent fingerprints and other evidence, interrogation of witnesses, and records of the crime scene.

Develops negatives and prints and prepares and packages evidence for transporting to State laboratory.

Interviews victims, witnesses, informants, and suspects ensuring that the suspects rights are not violated.

Maintains crime line functions and system.

Validates NCIC and VCIN computer data.

Updates and maintains IDMO mug file and fugitive file.

Actively searches for fugitives listed on NCIC/VCIN.

Coordinates extraditions of fugitives from various states.

Works closely with Child Protective Services in investigating crimes involving children.

Prepares criminal investigations and submits same to the Commonwealth Attorney.

Testifies in court relative to investigations and for identification of fingerprints.

Arrests suspects.

Plans and carries out the observation of suspects prior to and subsequent to their arrest.

Assists patrol officer's investigations; processes all evidence collected by other department personnel.

Assists instruction and training of Department Personnel.

Performs work safely in accordance with departmental safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed indoors and outdoors in a variety of settings and in all weather conditions.

Drives a police vehicle. Operates a variety of equipment including a computer, police radio, handgun, shotgun, image maker, fingerprint lifting kit, and crime scene camera.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of police investigative policies, practices, principles, and techniques of identification.

Considerable knowledge of rules of evidence and laws of search and seizure.

Considerable knowledge of geography of the County and important buildings.

Skill in the collection and analysis of evidence.

Skill in questioning and interviewing techniques.

Skill in the organization and preparation of clear and concise reports.

Skill in the use of firearms or other law enforcement equipment.

Ability to endure long hours and highly stressful working conditions.

MINIMUM QUALIFICATIONS:

Bachelor's Degree from an accredited college or university preferred; and two years experience as a Senior Police Officer, or equivalent, with James City County.

NECESSARY SPECIAL QUALIFICATIONS

Physical agility and endurance.

Possession of a valid Virginia driver's license.

Completion of 120 hours of State, Federal, or locally certified training in a specialty area, such as fingerprint analysis.

June 2003
SrPoliceInv416_062_01

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Senior Police Investigator Position Number: 416
Department: Police Division: _____

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities: General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- ☒ Ability to understand and follow oral instruction
- ☒ Ability to understand and follow written instruction
- ☒ Ability to guide and/or give instructions
- ☒ Ability to make decisions in accordance with established procedures and policies
- ☐ Not essential to job function

II. Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- ☒ Answering telephone, radio, or switchboard
- ☒ Communicating with County officials
- ☒ Communicating with general public
- ☒ Communicating with vendors
- ☒ Communicating with supervisors and/or with other employees
- ☒ Communicating with others officers in other agencies
- ☐ Not essential to job function

2. Hearing/Listening:

- ☒ For communication with County officials, public, vendors, supervisors and/or other employees
- ☐ Not essential to job function

3. Reading: (ability to read and understand text)

- ☒ Essential to job function
- ☐ Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- ☒ Ability to mentally perform accurate two digit calculations
- ☒ Ability to perform accurate calculations aided
by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. Maybe used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- ☒ Essential function
- ☐ Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. **Manual Dexterity:** Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input checked="" type="checkbox"/> Use postage machine |
| <input checked="" type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input checked="" type="checkbox"/> Other: <u>ASP baton, firearms,</u> |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. **Finger Dexterity:** Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- ☒ Essential to job function
- ☐ Not essential to job function

Explain: Load bullets, trigger pull

VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50 +	Occasionally	Frequently	Continuousl
Lift						✓	✓		
Push/Pull						✓	✓		
Hold/Carry						✓	✓		

Manipulation done from: ☒ ground to waist ☒ waist level ☒ waist to shoulder ☐ above shoulder
(Check all that apply)

Not essential to job function: ☐ Lift ☐ Push/Pull ☐ Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

Ladders

- ☐ Step stool
☐ 8' to 10' step ladder
☒ Extension ladder
☐ Other _____
☐ Not essential to job function

Stairways

- ☐ 1 flight
☐ 2 flights
☒ 3 or more flights
☐ Other _____
☐ Not essential to job function

Steps

- ☐ 1-2
☐ 2-3
☐ 3-4
☒ Other See Stairways
☐ Not essential to job function

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

Duration (hours/day)							Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9 +			
Stand					✓		✓		
Sit				✓			✓		
Walk					✓		✓		
Run	✓						✓		

If walking or running, over what type of terrain? ☐ flat ☐ rough ☒ both

Not essential to job function: ☐ Stand ☐ Sit ☐ Walk ☐ Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- ☒ 0-5x ☐ 5-20x ☐ 20-50x ☐ 50+x
☐ Other _____ ☐ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- ☒ 0-5x ☐ 5-20x ☐ 20-50x ☐ 50+x
☐ Other _____ ☐ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- ☒ Peripheral vision
- ☒ Night vision
- ☒ Focus (distinctness or clarity)
- ☒ Color perception (discriminate between colors)
- ☒ Depth perception (determine distance relationship between objects)

VII. *Driving:* The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) <u>SUV 4-wheel drive</u>			